

Job Description

Human Resource Use Only

Position Number:
Contract Step/Grade
Effective Date:

POSITION IDENTIFICATION

Position Title: Art Instructor

Division: Rahr-West Art Museum

Status: Seasonal / Non Exempt

Workweek: Flexible (>11 hrs. / wk.)

SUPERVISORY RELATIONSHIPS

Reports to: Rahr-West Art Museum Director

Directly Supervises: None

POSITION PURPOSE

This position develops and coordinates educational functions at Rahr-West Art Museum. The art instructor is responsible for creating class curriculum and teaching classes at the museum. The art instructor will work closely with the lead instructor and museum staff to create educational programming consistent with the museum mission. The art instructor will also assist in planning and execution of fundraising activities specific to the Rahr-West Art Museum's educational programming.

ESSENTIAL DUTIES

1. Teaches art education classes at museum.
2. Conducts special art education programming for private groups as needed.
3. Assists in coordinating education-related special events and special programs for museum.
4. Uses museum's social media to promote, highlight, and celebrate educational programming
5. Keeps informed of current museum educational methodologies, theories and techniques.
6. Maintains the supplies, class materials, and printed materials needed for implementation of programs.

7. Organization of art education spaces.

OTHER DUTIES

Perform other duties as assigned.

MINIMUM POSITION QUALIFICATIONS

Education: Bachelor's Degree in Education, Art Education, Human Development or similar

Experience: 2-3 years in education-related field

Certifications/Licenses: None

Other Core Requirements:

KNOWLEDGE, SKILLS, & ABILITIES

Experience teaching in a classroom setting required.

Experience in teaching children and teenagers

Experience teaching adults

Proficiency with Microsoft Office applications required.

Proficiency in at least one additional art media types, including but not limited to:

- Ceramic Arts and Clay
- Textile Arts
- Glasswork
- Digital Arts including use of apple ipad, iphone or like devices
- Metalwork
- Digital Video production

Professional and effective communication and presentation skills required.

BACKGROUND CHECKS- Condition of Employment

PHYSICAL DEMANDS

Manual Dexterity: Work requires definite skilled and accurate physical operations requiring some closely coordinated performance.

Physical Effort: Work requires handling objects up to 40lbs., but not for sustained periods.

Working Conditions: Some exposure to definitely disagreeable features.

[Type text]

This position description has been prepared to define the general duties of the position, provide examples of work and to detail the required knowledge, skills and abilities as well as the acceptable experience and training for the position. The description is not intended to limit or modify the right of any supervisor to assign, direct, and control the duties of employees under supervision. The City of Manitowoc retains and reserves any and all rights to change, modify, amend, add to or delete from any portion of this description in its sole judgment.

This job description is not a contract for employment.

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